

DEPARTMENT OF HEALTH SERVICES

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March 11, 1998

RECEIVED**MAR 16 1998****TCM/MAA****PPL No. 98-007**

To All County Medi-Cal Administrative Activities (MAA)/
Targeted Case Management (TCM) Coordinators and
Advisory Committee Members

**ALLOCATING COSTS FOR NEW POSITIONS, NEW CLASSIFICATIONS OR REPLACED
STAFF FOR MEDI-CAL ADMINISTRATIVE ACTIVITIES**

Program Policy Letter (PPL) 97-024, dated October 22, 1997, addressed the submission of amendments to the Medi-Cal Administrative Activities (MAA) Claiming Plan. The purpose of this PPL is to clarify the allocation of cost for staff who are in a newly created position for a classification already approved in the Medi-Cal Administrative Activities Claiming Plan, for a classification not already approved in the MAA Claiming Plan, new staff placed in an existing approved classification after the MAA time survey has been completed, and the attendant requirement for a MAA Claiming Plan amendment.

New Position - Job Classification is in the approved MAA Claiming Plan

When a new position is created for a civil service classification already included in the MAA Claiming Plan approved by the Department of Health Services (DHS) and the Health Care Financing Administration, and the MAA as described on the Duty Statement/Position Description for the new position are the same as those described on the Duty Statement/Position Description for that classification listed in the approved MAA Claiming Plan, a Claiming Plan Amendment will not be required. The cost should be assigned to either Cost Pool #1 or Cost Pool #2. The costs will be allocated based on the time survey results of those staff who participated in the MAA time survey.

If the MAA on the Duty Statement/Position Description of the new position are different from those of the classification already approved in the MAA Claiming Plan, the costs may be claimed *only* if MAA Claiming Plan Amendment has been submitted before the end of the quarter to be claimed and a time survey has been conducted for one entire month of that quarter. In accordance with PPL No. 96-017, if a time survey is required, a request to conduct the time survey must be submitted to DHS for approval within thirty (30) days before the beginning of the quarter in which the LGA will be time surveying. *The entire claiming unit must participate in the time survey.* If the costs are they should be assigned to either Cost Pool #1 or Cost Pool #2. If the costs are not claimable, they must be assigned to Cost Pool #3. If the request to conduct a subsequent time survey is not approved by DHS, but the LGA conducts the time survey, the costs of the new staff must be assigned to Cost Pool #

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New Position - Job Classification is NOT in the approved MAA Claiming Plan

When a new position is created for a job classification not included in the approved MAA Claiming Plan, a Claiming Plan Amendment must be submitted to DHS in the quarter during which costs are expected to be claimed and a time survey must be conducted for one entire month of that quarter in order for the costs to be claimable. In accordance with PPL No. 96-017, if a time survey is required, a request to time survey must be submitted to the DHS for approval within thirty (30) days before the beginning of the quarter in which the LGA will be time surveying. ***The entire claiming unit must participate in the time survey.*** If the costs are claimable, they should be assigned to either Cost Pool #1 or Cost Pool #2. If the costs are not claimable, they must be assigned to Cost Pool #3. If the request to conduct a subsequent time survey is not approved by DHS, but the LGA conducts the time survey, the costs of the new staff must be assigned to Cost Pool #3.

Vacancy Filled

It is expected that employees will change positions after the MAA time survey is conducted. Costs should be allocated based on the time survey results for that employee *classification*, not the *person* filling the position. If the new appointees perform exactly the same approved MAA as the staff who participated in the time survey, a MAA Claiming Plan Amendment and a new MAA time survey are not required. Costs should be assigned to Cost Pool #1 or Cost Pool #2.

If the new appointee has a revised Duty Statement/Position Description which includes MAA identified in the approved MAA Claiming Plan, but which are *different* from those on the initial Duty Statement/Position Description, a MAA Claiming Plan amendment and a new MAA time survey are not required.

If the new appointee has a revised Duty Statement/Position Description which includes MAA not approved in the MAA Claiming Plan, a MAA Claiming Plan amendment must be submitted to DHS and a MAA Time Survey must be conducted for one entire month in the quarter in which costs will be claimed. In accordance with PPL No. 96-017, if a time survey is required, a request to time survey must be submitted to the DHS for approval within thirty (30) days before the beginning of the quarter in which the LGA will be time surveying. ***The entire claiming unit must participate in the time survey.*** If the request to conduct the subsequent time survey is not approved by DHS, but the LGA conducts the time survey, the costs of the new staff must be assigned to Cost Pool #3. If the request to conduct a subsequent time survey is not approved by DHS, but the LGA conducts the time survey, the costs of the new staff must be assigned to Cost Pool #3.

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Should you have any questions regarding this policy, please contact the Administrative Claiming Unit analyst assigned to your Local Governmental Agency. A matrix is enclosed as a quick reference and summary of the policies set forth in this PPL.

Sincerely,



Janet Wilson
Acting Chief
Medi-Cal Benefits Branch

Enclosure

Medi-Cal Administrative Activities:	X
Targeted Case Management:	
Policy Effective Date:	7/1/95
Policy Reference:	PPL No. 96-017, PPL No. 96-035, PPL No. 97-024, and PPL No. 98-002

cc: Mr. Bill Lasowski
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MEDI-CAL ADMINISTRATIVE ACTIVITIES

Description of Event	Claiming Plan Amendment Required	Subsequent Time Survey Required	COST POOL	
			Subsequent Time Survey Done	Subsequent Time Survey Not Done
NEW POSITION:				
Classification In approved MAA Claiming Plan				
Duty Statement Includes same MAA Identified in Claiming Plan	NO	NO		
Duty Statement Includes different MAA	YES	YES	CP#1 or CP#2	CP#3
Classification NOT In approved MAA Claiming Plan	YES	YES	CP#1 or CP#2	CP#3
VACANCY FILLED:				
Duty Statement Includes same MAA Identified in Claiming Plan	NO	NO		
Duty Statement Includes different MAA	YES	YES	CP#1 or CP#2	CP#3